

Minimum Qualification Specifications
for the Class:

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATOR
(OSH ADMINISTRATOR)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in Option A or Option B below, or any equivalent combination of training and experience:

Option A

General Experience: Two (2) years of progressively responsible administrative, professional or technical work experience which involved analyzing, interpreting and evaluating technical material; solving technical, managerial or administrative problems by applying problem-solving methods and techniques, such as defining and analyzing problems to identify issues involved, developing, weighing and proposing alternative courses of action, and recommending appropriate courses of action; and writing narrative reports in a clear and concise manner. Such experience must also demonstrate the ability to learn and apply technical principles, theories and techniques in the application and interpretation of laws, rules, regulations, policies and procedures; establish and maintain good working relationships with a wide range of individuals; speak well before others; follow oral and written instructions, and determine and adhere to priorities.

Supervisory Experience: Three (3) years of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial Experience: Two (2) years of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (man power, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Option B

Specialized Experience: Four (4) years of work experience which demonstrates possession of knowledge of the Federal and/or State occupational safety and health laws, rules, regulations and standards. Possession of these kinds of knowledge may be demonstrated by, but not limited to, the following kinds of experience:

1. Inspecting work sites and/or environment for compliance with occupational safety and health laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with occupational safety and health laws, rules, and regulations. Such experience must demonstrate that the applicant possess a good working knowledge of troubleshooting and repair techniques and procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.

3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses.
5. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

Supervisory or Staff Advisory Experience: Three (3) years of responsible work experience in one or a combination of the following:

1. Supervisory Experience: Supervisory work experience which included:
1) planning, organizing, scheduling, and directing the work of others;
2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.
2. Staff Advisory Experience: Responsible work experience as a technical expert in a specialized area of occupational safety and/or health, performing advisory or consultative services to occupational safety and/or health specialists assigned to such activities as long-range planning, research, and development of specific occupational safety and/or health projects or programs. Such experience must have developed a realistic understanding of the practical problems of running an organization from the viewpoint of the line supervisor, including demonstrated ability to develop program plans; prepare budget estimates; review and evaluate quality of work processes and procedures; review and revise occupational safety and/or health standards and codes; advise and interpret standards for program managers; solve complex problems; maintain cooperative relationship between organizational units; and establish successful person-to-person work relationships.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of

administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience

Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health; e.g., traffic safety, nursing, etc., will not be considered qualifying for Occupational Safety and Health Experience.

Substitutions Allowed

1. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State occupational safety and health laws, rules, regulations and standards may be substituted for six (6) months of Specialized Experience in Option B.
2. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State occupational safety and health laws, rules, regulations and standards may be substituted for one and one-half (1-1/2) years of Specialized Experience in Option B.
4. Excess OSH experience of the type and quality described above in Option B may be substituted for the required General Experience in Option A, on a year-for-year basis.
5. Excess Managerial Experience as described in Option A may be substituted for the required Supervisory Experience in Option A or the required Supervisory/Staff Advisory Experience in Option B.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that

he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class OCCUPATIONAL SAFETY & HEALTH ADMINISTRATOR, which were approved on January 17, 2012.

DATE APPROVED: 11/18/15

Liwan M. N. Hodges
for JAMES K. NISHIMOTO, Director
Department of Human Resources Development